

UP 31.03.03.H0.01: Leave of Absence With Pay

Approved: October 29, 2012
Next Scheduled Review: March 2015



Procedure Statement

System Regulation [31.03.03](#), *Leave of Absence With Pay*, outlines authorized leaves of absence with pay. It also authorizes CEOs to approve emergency leaves of absence with pay for certain circumstances.

Reason for Procedure

This procedure establishes the A&M-Texarkana leave of absence with pay process.

Procedures

1. All leaves of absence with pay will be requested on Leavetraq.
2. Administrative heads are authorized to approve leaves of absence with pay. Emergency leave for more than five days must be approved by the President.
3. A leave of absence may also be granted for volunteer firefighters responding to emergency fire situations. Verification for the emergency fire situation will be provided by a written statement from the Fire Chief of the volunteer fire department responsible for responding to the emergency. This verification will be submitted to the supervisor and placed in the employee's leave document file.
4. An employee who is required to work during the time that A&M-Texarkana is closed due to an emergency evacuation order, will be granted compensatory time off equal to the time worked during the emergency evacuation order. This compensatory time must be used within the 12 month period following the termination of the emergency evacuation order. Granting compensatory time off after the 12 month period due to extenuating circumstances may be authorized with the President's approval.

Related Statutes, Policies, or Requirements

The A&M System Regulation 31.03.03, *Leave of Absence with Pay*;
<http://policies.tamus.edu/31-03-03.pdf>

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